



# Parks & Recreation

## Rental Request

- Please complete and return this form to the Community Center front desk.
- Read, Sign and Return: *Policy Statement for Use of Gilpin County Facilities for Rental Activities*.
- Drop-in fees apply for use of the Community Center outside of the rental area. Please refer to 2f in *Policy Statement*.
- Reservation is not confirmed until approved and paid for in full. A confirmation receipt will be sent via email.
- Credit card information must be securely stored for any costs accumulated during the rental i.e. damage, additional items, longer time, etc.

### Renter Information:

Date Requested: \_\_\_\_\_ Times Requested: \_\_\_\_\_

Event: \_\_\_\_\_

# of People Attending \_\_\_\_\_ (if request is greater than 150 a [Temporary Use Permit](#) is required through Community Development)

Requested By: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Gilpin Resident: YES / NO

Facility/Room Requested: \_\_\_\_\_ Kitchen: YES / NO

Are times within normal building hours: YES / NO **(There is an additional \$20/hour fee for afterhours)**

### Pool/Gymnasium Party Information:

Date Approved

Number of Swimmers: \_\_\_\_\_ **\*Must notify Aquatics Department at least 2 weeks in advance if over 15.** By Aquatics \_\_\_\_\_

Time in Pool or Gym: \_\_\_\_\_

Age Range of Swimmers: \_\_\_\_\_ **(An adult must be in the pool and within arm's reach of children under age 6)**

### Setup Requested:

# of Tables: Rectangular: \_\_\_\_\_ Round: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

Chair Setup:  Theater Style  At the tables

Other Setup Instructions (lectern, projection screen, TV, etc.): \_\_\_\_\_

**Renter is responsible for decorating and cleanup.**

### Office Use Only:

Room Price: \_\_\_\_\_ x Number of Hours: \_\_\_\_\_ + Additional Costs: \_\_\_\_\_ **Total Amount:** \_\_\_\_\_

Payment and Signed Policy Date \_\_\_\_\_ Credit Card and Rental Entered in Max Galaxy- Staff Initial and Date \_\_\_\_\_

**Gilpin County Community Center & Fairgrounds**  
250 Norton Dr. Black Hawk, CO 80422  
Phone: (303) 582-1453 | Fax: (303) 582-5404

Rental Fees					
Room	Capacity	Resident Rental	Non-Resident Rental	Community Group	Community Group
				Business Meetings	Event Rental
<b>Community Center</b>					
Multi-Purpose Room (MPR)	106	\$60/hour	\$75/hour	No Charge	\$50/hour
MPR- ½	50	\$40/hour	\$50/hour	No Charge	\$30/hour
Party Rental 2 hours MPR and up to 20 swimmers or gym access	20	\$130	\$155	Not Available	Not Available
Gym	200	\$40/hour May require one time \$200 floor fee	\$50/hour May require one time \$200 floor fee	Not Available	Contact Director
		\$25/hour May require one time \$100 floor fee	\$30/hour May require one time \$100 floor fee		
Gym- ½	100	\$25/hour May require one time \$100 floor fee	\$30/hour May require one time \$100 floor fee	Not Available	Contact Director
<b>Fairgrounds</b>					
Indoor Arena 65' x 150'	N/A	\$100/day Includes lobby area	\$120/day Includes lobby area	No Charge Includes lobby area	\$75/day Includes lobby area
		~ 250 Bleacher Seating \$100/day Open ride available from 6am to 10pm at no charge.	\$120/day	No Charge	\$75/day
Parking Lots		\$100/day	\$120/day	No Charge	\$75/day
Exhibit Building Lobby	20	Submit Application, determined by Director	Not Available (Only included if Indoor arena is rented)	No Charge	No Charge
<b>Pete Gones Park</b>					
Fred Weber Ballfield	N/A	\$75/day	\$100/day	No Charge	\$50/day
Elk Ballfield	N/A	\$75/day	\$100/day	No Charge	\$50/day

\*Guests attending rentals are only allowed to be in the room rented, the rental fee does not cover admission fees. Party Rental is for the use of the MPR and pool or gymnasium only.

\*All rentals require a credit card to be on file for damage or other charges.

\*Local non-profit or government agency qualifies as a community group. HOA, vendors, businesses do not qualify.

Fairground Extra Items	
Roll-Off Dumpster	\$312
Fairgrounds Electricity	\$50/turtle, \$5/outlet
Barn Tables	\$10/table
Barn Chairs	\$1.50/chair
Barn Heat	\$50/day
After Hours	\$20/hour
Sheriff's Office Security	check with SO

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